

Retention and Classification Report

Agency: Beaver County (Utah). County Clerk (114)

Beaver County Office Building
105 East Center, P.O. Box 392
Beaver, UT 84713

Records Officer Ginger McMullin

83770	Incorporation case files
83771	Marriage license applications
06120	Marriage licenses

AGENCY: Beaver County (Utah). County Clerk

SERIES: 83770

4

TITLE: Incorporation case files

DATES: 1874-1963

ARRANGEMENT: Numerical by case file number, thereunder chronological by date filed

DESCRIPTION:

Incorporation case files contain at a minimum the original articles of incorporation and any subsequent amendments to corporations. Some files also contain notices to pay licensing fees and taxes, oaths of office for corporate officers, annual reports, correspondence, or other miscellaneous documents. Case files are created during the length of a corporation's duration. The case file is generated when companies incorporate within Beaver County and serve as evidence of "due incorporation of the corporation [UCA 16-2]."

Articles of incorporation constitute a contract between the state and corporation, between corporation and stockholders, and between the stockholders and state. The articles of incorporation record the following: names of the incorporators and their places of residence, the length of the corporation's duration, the pursuit of business agreed upon, amount of stock each shareholder receives, description of stock classes, number of kind of corporate officers, and the number of directors necessary to transact corporate business. The series ended in 1961 when the state became solely responsible for registering corporations, although a few documents were added to the case files in 1962 and 1963.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

AGENCY: Beaver County (Utah). County Clerk

SERIES: 83770

TITLE: Incorporation case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative Historical

Because of the importance of incorporation information the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

PRIMARY CLASSIFICATION:

Public

AGENCY: Beaver County (Utah). County Clerk

SERIES: 83771

4

TITLE: Marriage license applications

DATES: 1920-

ARRANGEMENT: chronological, thereunder numerical by application number

DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes; application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; are free from venereal disease or chronic epilepsy (until December 13, 1963 when the form was altered, not requiring this information); maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

AGENCY: Beaver County (Utah). County Clerk

SERIES: 6120

3

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of licenses; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1905 and continuing to the present. Retain in Office permanently.

APPRAISAL: